

DUTY STATEMENT

Class Title: Associate Health Program Advisor	Position Number: 809-180-8337-901
Unit: HIV Community Prevention Section	
Section: HIV Community Prevention Section	
Branch: Education and Prevention	
Division: Office of AIDS	

This position requires the incumbent maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: The Associate Health Program Advisor (AHPA) performs activities related to HIV education and prevention planning, evaluation, and implementation of the education and prevention master agreements with the local health jurisdictions (LHJs) and serves as the liaison between the Office of AIDS (OA) and the LHJs' HIV education and prevention program staff and local service providers. This position also serves as OAs' liaison between the office and the California HIV Planning Group (CHPG), which is OAs' statewide HIV advisory planning body.

Supervision Received: General direction from the Health Program Manager I, Chief of the HIV Community Prevention Section.

Supervision Exercised: None

Description of Duties: The AHPA monitors and evaluates LHJs' HIV education and prevention master agreements; provides technical assistance to LHJs on their scopes of work, invoicing, and reporting processes; reports to the manager any problems or concerns with the master agreements; serves as liaison between the section and the LHJs; and performs site visit reviews with LHJs.

Percent of Time Essential Functions

- 70% Through program analysis, identifies unmet needs in HIV/AIDS education and prevention program areas, analyzes complex health-related issues, and develops policy recommendations for LHJs' HIV prevention efforts; works with LHJs to ensure that appropriate health interventions are being utilized for the appropriate high-risk populations; plans, evaluates, and implements the education and prevention master agreements with the LHJs; and prepares correspondence, issue memos, and reports on health-related matters.
- 20% Performs site visit reviews with LHJs on their HIV education and prevention programs; maintains cooperative relationships with the LHJs' HIV education and prevention program staff and local HIV service providers to ensure that appropriate health interventions targeting the appropriate high-risk populations are being provided; provides technical assistance and consultation on health issues; and makes referrals to appropriate training and technical assistance providers.

Percent of Time Marginal Functions

- 10% Other duties as assigned.

Employee's signature	Date	Supervisor' signature	Date
----------------------	------	-----------------------	------